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|  | LOM 2.6 Case Review | |
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| | <i>Revision #: 3</i> | <i>Issued Date: 08/30/2019</i> |
| | <i>Document Manager: John Bowen</i> | <i>Approved By: Jeffrey Nye</i> |

2.6 Case Review

It is the responsibility of laboratory management to ensure that results are reviewed to verify that the conclusions drawn are supported by the documentation, are scientifically appropriate and authorized prior to release. Case reviews are conducted in accordance with the parameters set forth by the Laboratory Case Management System (LCMS). Completion of technical and administrative case reviews is recorded in the electronic case record within the LCMS (see LOM 3.2 Using Forensic Advantage - Case Review).

2.6.1 Technical Review

2.6.1.1

All data files contained in the Forensic Advantage Object Repository shall be uploaded by the individual that conducted the testing activity. Forensic Advantage captures the individual uploading documents to the Object Repository and the date/time in the details tab. This shall serve as documentation of the individual that carried out the testing activity. In rare instances, if the individual that conducted the testing activity is not available to upload the document to the Object Repository, another individual may upload it and document in the "description" field the name of the individual who conducted the laboratory activity. The Object Repository documentation shall be "Approved" by the individual authorizing the results (report author) prior to technical review. This action shall signify that the data is complete and accurate to the best of the examining scientist's knowledge. Documentation of the individual responsible for a laboratory activity may be captured in the Forensic Advantage worksheet by recording their initials on the work that they were responsible for. A new worksheet is created once the record is transferred to the next individual. The worksheet properties detail who entered information into the Forensic Advantage worksheet. Additionally, STACS CW documentation details the individual(s) that contributed to each step in the Biology analytical process. Upload to the Object Repository of the documentation details is sufficient to comply with this standard.

Any examination documentation serving as the basis of a report shall be technically reviewed before results are delivered to the client agency. The technical review shall include but is not limited to the review of all examination documentation within the case record and the test report to ensure:

- The work requested on the FSD-007 has been performed or changes to the work request have been communicated to the agency and documented in the case record.
- Conformance with proper technical procedures (test methods) and applicable laboratory policies and procedures.
- Accuracy of test reports and that the data supports the results and/or conclusions in the test report.
- Associations are properly qualified in the test report.
- The test report contains all required information.

The release of verbal results ahead of the report is permitted in narrow circumstances:

- any verifications or technical review of the documentation supporting the verbally reported result must be completed and documented beforehand
- the fact that verbal results were delivered shall be documented in the case file

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Any additional technical review requirements are located within each discipline-specific procedures manual.

2.6.1.2

The technical review shall be performed by authorized personnel who have gained expertise through documented training, successful proficiency testing, and experience. The reviewer need not be an active analyst, but shall be currently proficiency tested in the discipline. A written authorization (i.e., FS-73) shall be on file for all personnel approved to conduct technical reviews. The technical review shall not be conducted by the author of the test report.

In addition, the technical review shall ensure information on the worksheets and notes is consistent with the information documented in the laboratory report (or draft report). Any discrepancy discovered during technical review shall be discussed with the examiner and/or supervisor and resolved if possible. In the event that the discrepancy cannot be resolved at the unit level, the Technical Leader shall be consulted. The Technical Leader may resolve the discrepancy. If the discrepancy still exists, the Technical Leader shall initiate a Corrective Action. ((LOM - 2.11 Discrepancies and Corrective Actions).

2.6.2 Administrative Review

At a minimum, an administrative review shall include:

- A review of the FSD-007.
- A review of the test report for spelling and grammatical accuracy.
- A review of all administrative and examination records to ensure that the records are uniquely identified according to laboratory policy and/or procedure.
- A review of the test report to ensure that all key information is included.

The administrative review shall be conducted by Laboratory Directors, analysts or technicians, and shall not be conducted by the author of the test report. The administrative review and any required corrections shall be completed before the report is released to the agency.

2.6.3 Returned Reviews

If it is determined during a technical and/or administrative review that a case record needs to be returned to the author of the report for corrections, it shall be documented and done so through the Review Details module within Forensic Advantage. Reason(s) for the returned review shall be recorded in the "Feedback:" text field.